

Greater Capital Region Career Centers Virtual Workshops

Ready to improve your skills and start on your ideal career pathway? Join the Greater Capital Region Career Centers for FREE virtual workshops on how to market yourself to get and keep the job of your dreams!



Greater Capital Region Career Center Virtual Workshops

Wednesday, December 2, 2020 at 10am
RESUME & COVER LETTER DEVELOPMENT

Facilitated by Rensselaer and Columbia-Greene

Tuesday, December 8, 2020 at 11am
INTERVIEW PREPARATION

Facilitated by Schenectady

Wednesday, December 9, 2020 at 10am
GOAL SETTING

Facilitated by Washington and Albany

Tuesday, December 15, 2020 at 11am
TRANSFERABLE SKILLS

Facilitated by Warren and Albany

Thursday, December 17, 2020 at 11am
COMPLETING JOB APPLICATIONS

Facilitated by Warren and Washington

Friday, December 18, 2020 at 1pm
SOCIAL MEDIA

Facilitated by Schenectady

Tuesday, December 29, 2020 at 11am
OVERCOMING BARRIERS TO EMPLOYMENT

Facilitated by Saratoga and Fulton-Montgomery-Schoharie

Pre-registration required
Click on the name of the
workshop to register

Facilitated by Rensselaer and Columbia-Greene

Wednesday,
December 2, 2020
at 10am

RESUME & COVER LETTER DEVELOPMENT

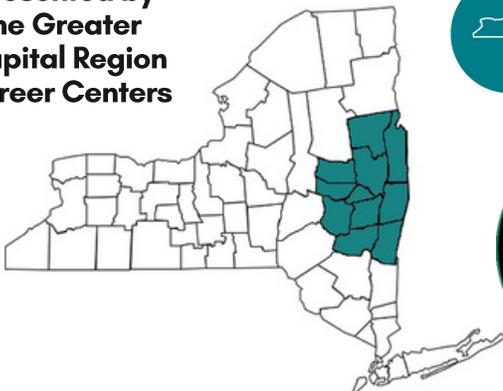


Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview.

Please bring a rough draft of your resume

Pre-registration required, click the workshop title above or go to:
<https://zoom.us/meeting/register/tJErcOCqDMjGt3R-2dVa5SF4L2NTdGIHH7w>

Presented by
the Greater
Capital Region
Career Centers



Facilitated by Schenectady

Tuesday,
December 8, 2020
at 11am

INTERVIEW PREPARATION



A job interview is the opportunity for an employer to see if you are a good fit for the position and the company - and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

Pre-registration required, click the workshop title above or go to:
https://zoom.us/meeting/register/tJUkde2vpz8rH9ZBSJXtWPYYvRpwvcoLy3u_

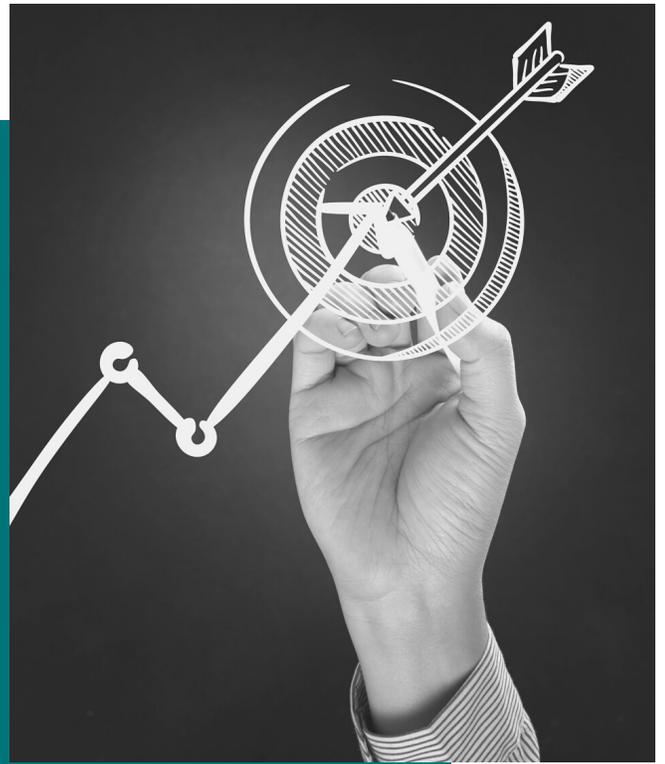
Presented by
the Greater
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Career Centers



Facilitated by Washington and Albany

Wednesday,
December 9, 2020
at 10am

GOAL SETTING



Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to help you get started.

Pre-registration required, click the workshop title above or go to:
[https://zoom.us/meeting/register/tJYkduyhqT0pGdYWcqOZ3mpqtrC1w8L-Jh3p](https://zoom.us/join/zoom/register/tJYkduyhqT0pGdYWcqOZ3mpqtrC1w8L-Jh3p)

Presented by
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Capital Region
Career Centers



Facilitated by Warren and Albany

Tuesday,
December 15, 2020
at 11am

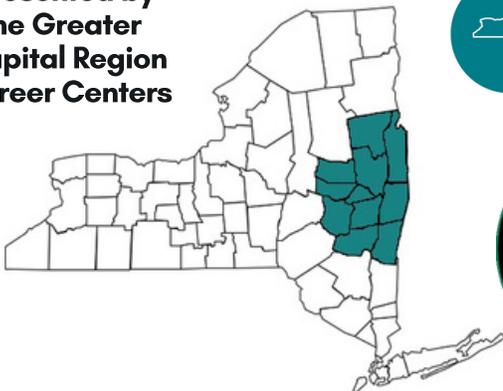
TRANSFERABLE SKILLS



Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

Pre-registration required, click the workshop title above or go to:
<https://zoom.us/meeting/register/tJwtd-mtqzgjE9EAyo6oYJef8PXzpcfu2uLs>

Presented by
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Facilitated by Warren and Washington

Thursday,
December 17, 2020
at 11am

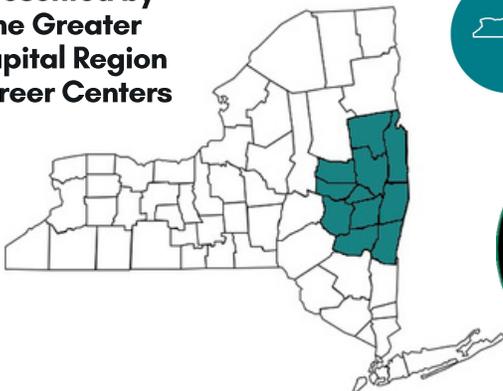
COMPLETING JOB APPLICATIONS



Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

Pre-registration required, click the workshop title above or go to:
<https://zoom.us/meeting/register/tJApd-CsrD0iGtJWTqo4hBViK2gKjD6NQmLY>

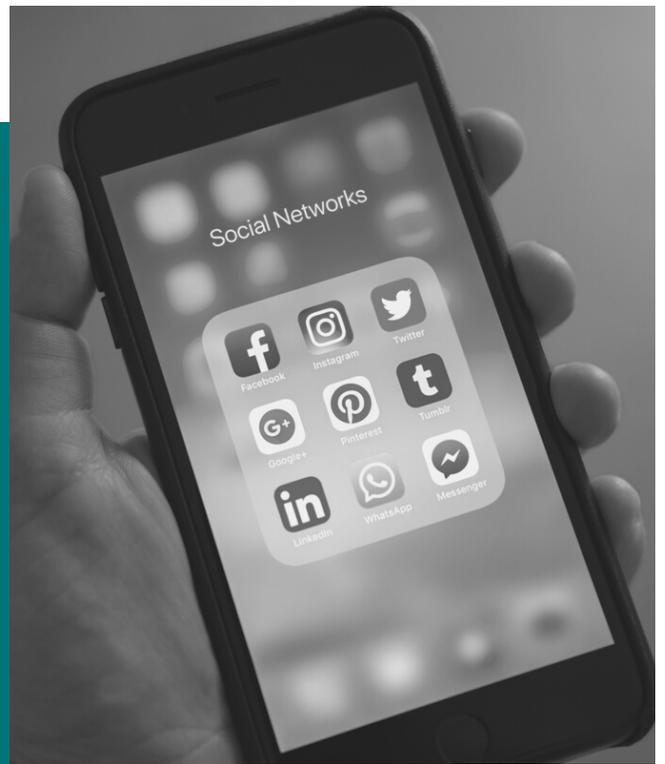
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Facilitated by Schenectady

Friday,
December 18, 2020
at 1pm

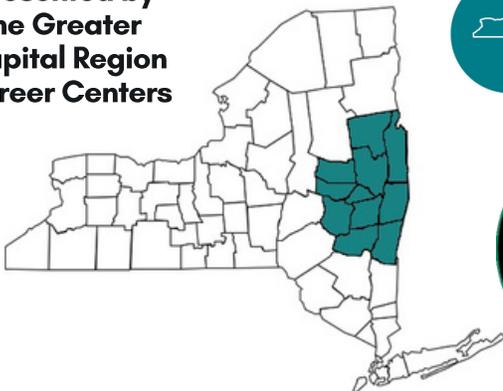
SOCIAL MEDIA



Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself for the job you've always wanted.

Pre-registration required, click the workshop title above or go to:
<https://zoom.us/meeting/register/tJ0kcuiqrj8iHtAcWH48aw2LEHc42jyM4DH1>

Presented by
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Capital Region
Career Centers



Facilitated by Saratoga and Fulton-Montgomery-Schoharie



Tuesday,
December 29, 2020
at 11am

OVERCOMING BARRIERS TO EMPLOYMENT

Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals.

Pre-registration required, click the workshop title above or go to:
https://zoom.us/meeting/register/tJYufuiqqTguHtBvmgJVU_Ikwhj1Fxa2O_zq

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